



STATE OF MICHIGAN

JENNIFER M. GRANHOLM  
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

MICHAEL R. DEVOS  
EXECUTIVE DIRECTOR

December 2007

Dear Community Leader:

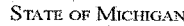
It gives me great pleasure to announce a 2008 Downtown Improvement Initiatives funding round. Community Development Block Grant (CDBG) programs for downtown façade and signature building is being administered by the Michigan State Housing Development Authority's Community Assistance Team (CATeam). They have been designed to financially assist communities that have targeted key downtown properties in need of physical improvements to enhance the downtown's visual appeal/image and to promote the target area as a "community of choice" where residents should invest their time, energy, and money. Both programs are limited to work taking place in a traditional downtown defined as a grouping of 20 or more commercial parcels of property, predominantly zero lot line that includes multi-story buildings of historical or architectural significance in an area zoned, planned, or utilized for commercial development for 50 or more years. They are intended to stimulate other private investment including building/housing renovations and job creation within Michigan's traditional downtown areas. The programs are as follows:

**Facade Improvement Initiative:** This program is designed to assist a community in making physical improvements to an entire traditional downtown area, block, or portion of a block that contains buildings, properties, and businesses in need of facade improvements.

**Signature Building Initiative:** This program is designed to assist a community in acquiring vacant or underused traditional downtown signature building(s) for rehabilitation purposes that must result in job creation.

Please refer to the enclosed community eligibility description and low/moderate income community list to determine if your community is an eligible applicant. All applicants must be local units of government. If, after reviewing the two programs, you determine that your community has an eligible project, complete the appropriate Notice of Intent documents. All projects are required to meet all federal and state compliance requirements, rules, and regulations, including but not limited to: Davis-Bacon (Federal Prevailing Wage Rates), Uniform Relocation Act (Property Acquisition, Easements, and Relocation), Civil Rights, Environmental Review (SHPO Clearance Required), and Grant Financial Management (Reporting and Tracking). Communities which submit inaccurate and/or misleading information during the award process will immediately lose funding eligibility for 2008 funding and be disqualified from MSHDA CATEam CDBG funding for an additional twelve months.





MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

MICHAEL R. DEVOS  
EXECUTIVE DIRECTOR

The submission deadline for this competitive round is no later than **5 p.m. on Thursday, January 31, 2008** (postmarked/overnighted items received after 5 p.m. will not be considered). Applicants must address all items on the Notice of Intent to be considered for funding. The timeline for this competition round is as follows:

Notice of Intent Due	January 31, 2008
NOI's Reviewed/Site Visits	February 2008
Announcements/Applications Authorized	Late February/Early March 2008
Applications Due	April 25, 2008
Grant Agreements	May 2008

Two originals of the completed Notice of Intent documents should be mailed or hand delivered to: Michigan State Housing Development Authority, Attn: Community Assistance Team, 735 East Michigan Avenue, Lansing, Michigan 48909

If you would like additional information or need assistance regarding the façade and/or signature building programs, please contact the CATeam office at 517.241.1737 or your CATeam Specialist (see enclosed map). For convenience, all program materials are available online at <http://michigan.gov/mshda>; look for the Spotlight Section entitled “2008 Downtown Façade and Signature Building Funding Round”. The CATeam is looking forward to working in partnership with your community to make these two downtown revitalization programs a success.

Sincerely,

Milner

Michael R. DeVos  
Executive Director

## Enclosures



Equal  
Housing  
Lender

735 EAST MICHIGAN AVENUE • P.O. BOX 30044 • LANSING, MICHIGAN 48909  
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## **COMMUNITY ELIGIBILITY DESCRIPTION**

### **ELIGIBLE ACTIVITIES**

Activities cited in Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended, are eligible for assistance.

### **COSTS OF PREPARING GRANT APPLICATIONS ARE NOT ALLOWABLE.**

### **ELIGIBLE APPLICANTS**

Small cities, townships, and villages of less than 50,000 in population, and non-urban counties generally are eligible to apply for grants under the Michigan CDBG Program. There are over 1,600 eligible general-purpose local governments and these governments are referred to as nonentitlement jurisdictions.

### **INELIGIBLE APPLICANTS**

The following counties and their respective units of local governments are not eligible for Michigan CDBG funds:

Genesee County (City of Flushing and Linden are communities within Genesee County that are eligible to apply for Michigan CDBG funds)

Kent County (City of Cedar Springs is the one community within Kent County eligible to apply for Michigan CDBG funds)

Macomb County

Oakland County

Wayne County

Washtenaw County and the following units of government within that county are not eligible for Michigan CDBG funds:

Ann Arbor City

Ann Arbor Township

Bridgewater Township

Northfield Township

Pittsfield Township

Salem Township

Superior Township

Ypsilanti Township

Ypsilanti City

York Township

Scio Township

The following Michigan cities are not eligible to directly apply or directly receive Michigan CDBG funds:

Battle Creek

Bay City

Benton Harbor

East Lansing

Holland

Jackson

Kalamazoo

Lansing

Midland

Monroe

Muskegon

Muskegon Heights

Niles

Norton Shores

Portage

Port Huron

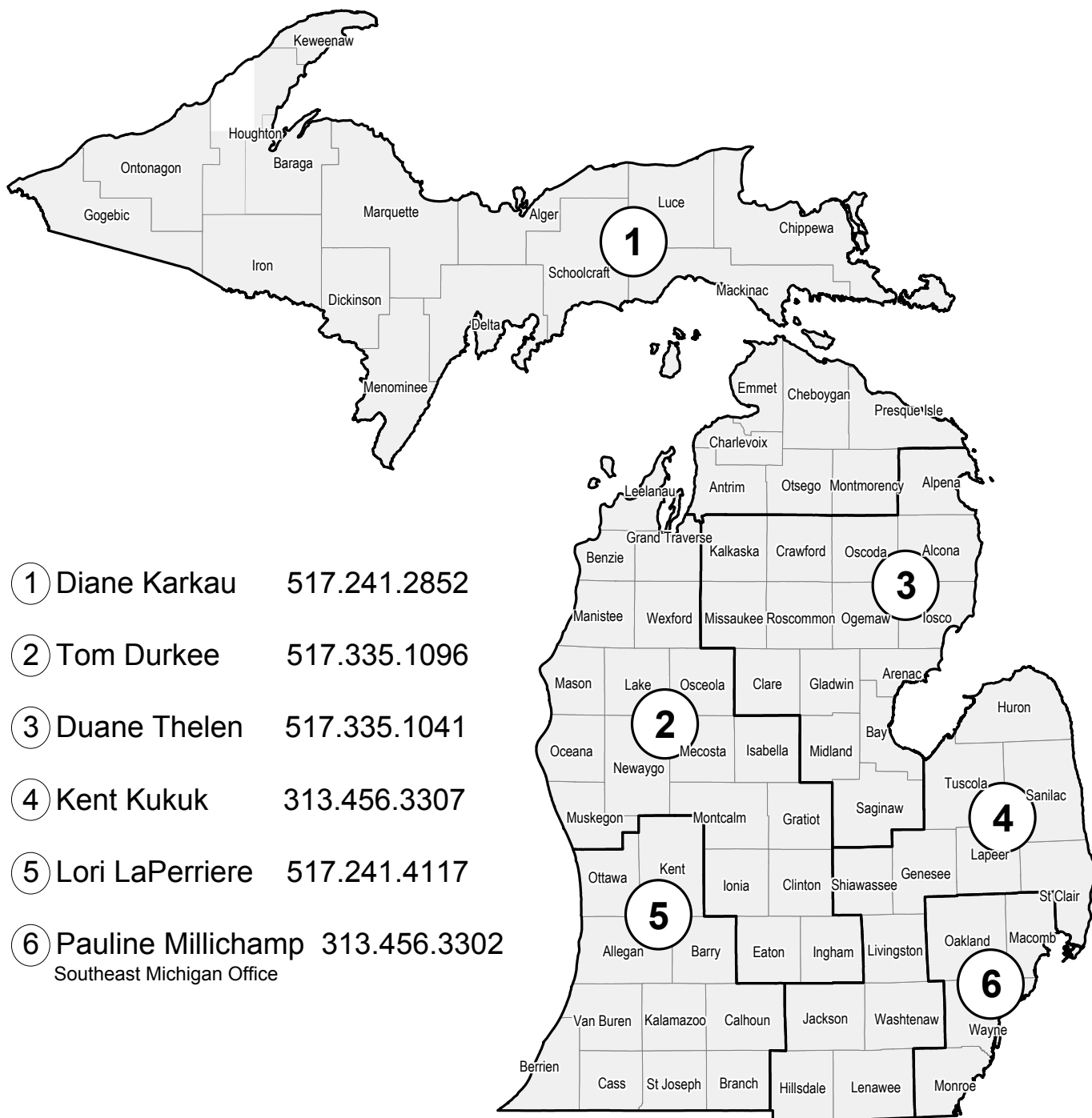
Saginaw

Indian tribes eligible for assistance under Section 107(a)(7) of the Housing and Community Development Act are not eligible to directly apply for or directly receive Michigan CDBG funds, but an eligible county or township may apply for Michigan CDBG funds for projects located on Indian reservations if the unit of general local government has the legal authority to fund such projects on Indian reservations and Indian preference is not provided.



# Community Assistance Team

Joe Borgstrom  
Director, Community Assistance Team  
517.241.2512



- ① Diane Karkau 517.241.2852
- ② Tom Durkee 517.335.1096
- ③ Duane Thelen 517.335.1041
- ④ Kent Kukuk 313.456.3307
- ⑤ Lori LaPerriere 517.241.4117
- ⑥ Pauline Millichamp 313.456.3302  
Southeast Michigan Office

**Michigan Community Development Block Grant (CDBG) Program  
Low and Moderate Income Communities  
(Revised March 2007)**



The attached list identifies Michigan local governments (cities, counties, villages, and townships) where at least 51 percent of the population is composed of low and moderate-income people as defined by the U.S. Department of Housing and Urban Development (HUD).

# Michigan Low and Moderate Income Communities, 2007

\* information was identified through a local survey

Community Name	Low and Moderate Income Percentage	Community Name	Low and Moderate Income Percentage
<i>Alcona County</i>		<i>Berrien County</i>	
Curtis Township	53.3	Benton Charter Township	60.5
Gustin Township	57.5	Galien Village	51.1
Lincoln Village	58.6		
Millen Township	58.0	<i>Branch County</i>	
Mitchell Township	52.2	California Township	53.5
<i>Alger County</i>		<i>Calhoun County</i>	
Burt Township	51.2	Albion City	55.8
Mathias Township	57.0	Burlington Village	56.8
		Homer Village	52.0
		Sheridan Township	53.5
		Springfield City	60.2
<i>Allegan County</i>			
Fennville City	55.5	<i>Cass County</i>	
Hopkins Village	58.0	Cassopolis Village	54.3
Lee Township	66.7	Dowagiac City	56.0
Plainwell City	51.0	Vandalia Village	55.1
<i>Alpena County</i>		<i>Charlevoix County</i>	
Wellington Township	53.4	* Boyne City	68.1
		Peaine Township	54.5
<i>Antrim County</i>			
Mancelona Township	53.8	<i>Cheboygan County</i>	
Mancelona Village	56.6	Cheboygan City	55.3
		Ellis Township	53.7
<i>Arenac County</i>		Forest Township	54.1
* AuGres City	74.6	Nunda Township	55.5
Mason Township	52.9	Wolverine Village	70.3
Omer City	54.3		
Standish City	57.3	<i>Chippewa County</i>	
Turner Village	75.0	Chippewa Township	57.7
Twining Village	53.8	Hulbert Township	53.9
<i>Baraga County</i>		<i>Clare County</i>	
Baraga Village	55.2	Farwell Village	52.9
		Franklin Township	59.8
<i>Barry County</i>		Frost Township	53.3
Castleton Township	56.4	Garfield Township	51.9
Nashville Village	58.9	Hamilton Township	57.0
		Harrison City	51.2
<i>Bay County</i>		Hayes Township	55.8
Gibson Township	51.4	Redding Township	59.4
Pinconning City	61.0	Sheridan Township	53.1
		Summerfield Township	61.9
<i>Benzie County</i>		Winterfield Township	52.3
* Benzonia Village	69.6		
Elberta Village	60.0		
Gilmore Township	52.2		
Thompsonville Village	63.8		
Weldon Township	53.3		

# Michigan Low and Moderate Income Communities, 2007

\* information was identified through a local survey

Community Name	Low and Moderate Income Percentage	Community Name	Low and Moderate Income Percentage
<i>Clinton County</i>		<i>Houghton County</i>	
Elsie Village	54.9	Adams Township	51.0
Hubbardston Village	57.6	Calumet Township	54.1
Maple Rapids Village	61.3	Calumet Village	71.9
Ovid Village	60.0	Copper City Village	55.5
		Duncan Township	56.9
<i>Crawford County</i>		Elm River Township	54.8
Grayling City	59.7	Houghton City	54.0
		Lake Linden Village	57.7
<i>Delta County</i>		<i>Huron County</i>	
* Escanaba City	55.9	Kinde Village	52.3
Fairbanks Township	54.9	Owendale Village	55.3
<i>Dickinson County</i>		P. Aux Barques Township	100.0
* Norway City	56.0		
West Branch Township	61.4	<i>Ingham County</i>	
<i>Eaton County</i>		<i>Ionia County</i>	
Bellevue Village	53.2	Belding City	54.3
Olivet City	59.0	Hubbardston Village	57.6
Vermontville Village	54.1	Lake Odessa Village	51.1
<i>Emmet County</i>		Muir Village	58.6
McKinley Township	53.9	Saranac Village	52.6
Pellston Village	52.7	<i>Iosco County</i>	
<i>Genesee County</i>		Grant Township	52.0
		* Tawas City	71.3
<i>Gladwin County</i>		Whittemore City	60.8
Beaverton City	60.9	<i>Iron County</i>	
Bourret Township	55.5	Alpha Village	66.5
Hay Township	57.0	Caspian City	56.0
<i>Gogebic County</i>		* Crystal Falls City	58.7
Bessemer Township	52.4	* Gaastra City	59.0
Ironwood City	59.0	Hematite Township	54.7
* Wakefield City	65.6	Iron River City	55.5
<i>Grand Traverse County</i>		Mineral Hills Village	61.7
Kingsley Village	57.7	Stambaugh City	55.5
<i>Gratiot County</i>		<i>Isabella County</i>	
		Mount Pleasant City	58.6
<i>Hillsdale County</i>		Rosebush Village	57.0
Camden Village	53.4	<i>Jackson County</i>	
* Reading City	74.3	Cement City Village	58.0
Waldron Village	51.9	Hanover Village	53.8

# Michigan Low and Moderate Income Communities, 2007

\* information was identified through a local survey

Community Name	Low and Moderate Income Percentage	Community Name	Low and Moderate Income Percentage
<i>Kalamazoo County</i>		<i>Lenawee County (continued)</i>	
Galesburg City	51.5	Medina Township	58.3
		Morenci City	58.0
<i>Kalkaska County</i>		Onsted Village	53.0
Kalkaska Village	57.5	Seneca Township	52.0
<i>Kent County</i>		<i>Livingston County</i>	
Cedar Springs City	54.1	Fowlerville Village	57.8
<i>Keweenaw County</i>		<i>Luce County</i>	
Ahmeek Village	54.5	* Newberry Village	75.0
Allouez Township	51.3		
		<i>Mackinac County</i>	
<i>Lake County</i>		Hudson Township	65.0
Baldwin Village	71.7	Marquette Township	54.0
Eden Township	63.0	Newton Township	56.5
Lake County	54.7	Portage Township	52.5
Lake Township	55.2		
Luther Village	75.0	<i>Macomb County</i>	
Newkirk Township	68.2		
Peacock Township	55.0	<i>Manistee County</i>	
Pleasant Plains Township	59.1	Bear Lake Village	51.2
Sauble Township	53.4	Cleon Township	54.0
Sweetwater Township	63.4	Copemish Village	73.2
Webber Township	69.6	Kaleva Village	57.1
Yates Township	61.4	Springdale Township	53.6
<i>Lapeer County</i>		<i>Marquette County</i>	
Burnside Township	51.6	Ewing Township	66.4
Clifford Village	54.2	Michigamme Township	53.4
Columbiaville Village	56.4	Republic Township	53.7
Imlay City	60.6	Wells Township	55.9
Lapeer City	56.6	West Branch Township	55.9
North Branch Village	65.6		
		<i>Mason County</i>	
<i>Leelanau County</i>		Branch Township	51.8
		Custer Village	52.3
<i>Lenawee County</i>		Scottville City	51.6
Addison Village	61.2		
Adrian City	63.3	<i>Mecosta County</i>	
Blissfield Township	51.8	Barryton Village	66.2
Blissfield Village	53.8	Big Rapids City	63.9
Clayton Village	64.1	Fork Township	52.1
Fairfield Township	54.7	Mecosta Village	56.0
Hudson City	62.1	Morley Village	53.9
Hudson Township	51.9		



# Michigan Low and Moderate Income Communities, 2007

\* information was identified through a local survey

Community Name	Low and Moderate Income Percentage	Community Name	Low and Moderate Income Percentage
<i>Menominee County</i>		<i>Ogemaw County</i>	
* Carney Village	67.3	Goodar Township	54.0
Daggett Village	66.9	Logan Township	56.4
Gourley Township	51.3	Mills Township	61.5
* Meyer Township	83.7	Prescott Village	60.1
Powers Village	57.7	Richland Township	54.6
* Stephenson City	77.7	Rose City	58.8
<i>Midland County</i>		<i>Ontonagon County</i>	
Coleman City	58.3	Carp Lake Township	54.4
Greendale Township	55.5	Interior Township	52.6
<i>Missaukee County</i>		Matchwood Township	57.3
Norwich Township	51.2	McMillan Township	51.1
<i>Monroe County</i>		Stannard Township	55.8
<i>Montcalm County</i>		<i>Osceola County</i>	
Edmore Village	54.1	Evart City	63.3
McBride Village	61.9	Marion Village	52.9
<i>Montmorency County</i>		Middle Branch Township	54.5
Avery Township	60.2	* Reed City	69.1
Hillman Township	51.7	Tustin Village	53.9
Hillman Village	56.6	<i>Oscoda County</i>	
Rust Township	51.9	Elmer Township	55.1
<i>Muskegon County</i>		Mentor Township	57.8
Cedar Creek Township	51.4	Oscoda County	51.1
Egelston Township	51.5	<i>Otsego County</i>	
Holton Township	53.8	Corwith Township	54.0
Lakewood Club Village	55.8	Gaylord City	51.5
Moorland Township	52.7	Vanderbilt Village	56.1
<i>Newaygo County</i>		<i>Ottawa County</i>	
Beaver Township	53.4	<i>Presque Isle County</i>	
Lilley Township	63.5	Metz Township	56.1
Merrill Township	61.8	Millersburg Village	59.2
Troy Township	51.0	Onaway City	65.0
White Cloud City	60.0	Posen Village	51.8
<i>Oakland County</i>		* Rogers City	51.5
<i>Oceana County</i>		<i>Roscommon County</i>	
Hart City	56.4	Au Sable Township	60.6
Hesperia Village	51.1	Richfield Township	53.2
Leavitt Township	53.1	Roscommon Village	53.9
Walkerville Village	62.0	<i>Saginaw County</i>	
		Buena Vista Charter Twp.	58.6

# Michigan Low and Moderate Income Communities, 2007

\* information was identified through a local survey

Community Name	Low and Moderate Income Percentage	Community Name	Low and Moderate Income Percentage
<i>St. Clair County</i>		<i>Washtenaw County</i>	
Capac Village	51.8	Ypsilanti City	65.6
Marine City	51.8		
Yale City	56.0	<i>Wayne County</i>	
<i>St. Joseph County</i>		<i>Wexford County</i>	
Burr Oak Village	51.6	Manton City	57.1
Colon Village	53.8	Mesick Village	65.2
Three Rivers City	52.6	Slagle Township	51.7
		Springville Township	57.6
<i>Sanilac County</i>			
Carsonville Village	52.4		
Melvin Village	64.2		
Minden City Village	54.7		
<i>Schoolcraft County</i>			
Germfask Township	55.7		
Manistique City	56.6		
Seney Township	54.5		
<i>Shiawassee County</i>			
Corunna City	52.3		
Owosso City	51.3		
<i>Tuscola County</i>			
Akron Village	53.8		
* Caro Village	73.1		
* Cass City Village	54.8		
Gagetown Village	59.7		
Mayville Village	51.5		
* Millington Village	55.0		
<i>Van Buren County</i>			
Arlington Township	54.8		
Bangor City	60.7		
Bangor Township	52.4		
Bloomington Village	53.2		
Breedsville Village	61.5		
Columbia Township	53.2		
Covert Township	64.0		
Decatur Township	54.5		
Decatur Village	61.0		
Geneva Township	51.8		
Gobles City	68.5		
Hartford City	58.1		
Hartford Township	51.3		
Lawrence Village	59.2		
* Mattawan Village	68.7		

# MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY COMMUNITY ASSISTANCE TEAM

## 2008 DOWNTOWN COMPETITION FACADE IMPROVEMENT INITIATIVE

### NOTICE OF INTENT

This program is designed to assist a community in making physical improvements to an entire traditional downtown area, block, or portion of a block that contains buildings, properties, and businesses in need of exterior facade improvements. The project should be located within a traditional downtown and within a Downtown Development Authority (DDA), Principal Shopping District (PSD), or Business Improvement Zone (BIZ).

There are two ways to qualify for funding. First, a project can be qualified based on job creation (51% of the new jobs must be held by low/moderate income persons). Secondly, a project can be qualified based on area-wide benefit if the community's population is less than 15,000 and it is on the CDBG low/moderate income community list. If a community is not on the list and is not an ineligible entitlement area, you may be able to qualify your project based on job creation, or by completion and approval of a survey prior to submission of a Notice of Intent. If there are qualification questions, please contact Tonya Young at 517.335.4337.

Funding priority will be given to projects that can demonstrate a fast track plan to complete the facade improvements and create the jobs, as soon as possible, but not later than June 30, 2009.

The CDBG funding request minimum is \$25,000 and the maximum is \$200,000. A committed local match of 50% of the total project cost is required. **Grants will be approved only if a dollar for dollar cash match commitment is in place.** In addition, funds will be disbursed on a dollar CDBG/dollar match ratio. In-kind contributions cannot be counted towards the cash match commitment.

**PLEASE NOTE THAT NO PROJECT COSTS (BOTH CDBG OR NON-CDBG) CAN BE INCURRED PRIOR TO COMPLETION OF THE ENVIRONMENTAL REVIEW PROCESS EXCEPT PRELIMINARY ENGINEERING ESTIMATES IF WRITTEN APPROVAL FROM THE CATEAM OFFICE IS OBTAINED.**

As part of the environmental review, State Historic Preservation Office (SHPO) and Department of Environmental Quality (DEQ) clearances are required.

In addition, a five year prorated resale provision will be required to ensure that, if the property is sold within five years of project closeout, any program income will be returned via the pro-rated formula identified in the Notice of Intent instructions 1(E) to the MSHDA CATEam CDBG program due to federal regulations.

## FAÇADE DEFINITION

The MSHDA CATEam façade program is designed to assist with exterior improvements to buildings that are adjacent to public right of ways, pedestrian walkways and/or sidewalks, river trails, etc. We can provide grant funds for project activities taking place on any exterior facing portion of a building if the activities are to rehabilitate permanently attached façade and/or fixtures which are visible by the general public either via a formal pedestrian walkway, main street, or customer entrance.

We primarily view façade improvements as activities that consist of transformational work to enhance the exterior downtown appearance of multiple buildings and strengthen the architectural integrity of the structures. CDBG funding can be used for façade activities including, but not limited to, durable building materials, paint, awnings, windows, parapet caps, lighting not related to signage, etc. Match dollars can be used to cover additional costs such as signs, roofs, interior improvements, or other improvements not directly attached to the building such as sidewalks.

All proposed rehabilitation projects should demonstrate “large scale” and “long term” impact on the downtown area. Therefore, we will give priority to projects demonstrating quality product selection and those that actually solve building structural issues. Projects that are submitted that are just cosmetic short-term benefit projects using substandard products or processes will not be considered for funding. As identified below, submitted project proposals will be reviewed based on activity levels as follows:

### Funding Priority Levels

- **High Priority**
  - Core downtown
  - Front façade faces major public streets or public spaces
  - Significant improvements and stabilization made to entire façade
- Examples- Removing slip covers, rehab of original material, installing missing cornices, window replacement, and storefront rehabilitation
- **Mid-Priority**
  - Core downtown
  - Front or rear façade face minor public streets or public spaces
  - Improvements made to partial façades
- Examples- Storefront rehab, painting, and awnings
- **Low Priority**
  - Adjacent to downtown core
  - Front or rear façade face minor public streets or public spaces
  - Minor improvements to partial façades
- Examples- Painting, and minor replacement of materials



## Facade Improvement Initiative Notice of Intent Instructions

Please complete Attachment 1 the Notice of Intent Cover Sheet. In addition, the following narrative information is also required. If all of the information is not included and/or addressed, your project request will be considered incomplete and not reviewed and/or considered for funding during this competitive round.

- 1) A. Describe the activities for which the grant is being requested and how the activities will benefit the entire community or project area and have a positive impact on the community and the downtown. Also include a history of the problem and how the activities for which the grant is being requested will help alleviate the problem. **Please note that the project scope must consist of at least two buildings located within the community's traditional downtown.**
- B. Describe the community's overall downtown plan and how this project is consistent with that plan. Please indicate whether or not the community has formally adopted the plan and its most current revision date.
- C. Please identify whether or not the community has or previously had a facade program and describe the program's status.
- D. Please describe the staff/administrative capacity of the community to meet program requirements during the five year reporting period.
- E. Provide a written statement from the community and each business owner indicating that they are willing to sign a five-year prorated resale agreement based on repayment of 100% year one; 80% year two; 60% year three; 40% year four; 20% year five; after year five the community/business owners have no reporting or financial requirements and the State relinquishes all property resale restrictions (See Attachment 4).
- 2) Provide a project timeline that includes the anticipated start and completion dates for the project's engineering, bid solicitation, start of construction, and the anticipated completion date. The timeline **must** include actual dates, including the month and the year. **Please note that in order to qualify for funding, the project activities and job creation must be completed by June 30, 2009 and that priority will be given to projects that can start and be completed quickly.**

When preparing the timeline, please take into consideration that a CDBG environmental review must be completed prior to incurring any project costs other than preliminary engineering estimates. Project costs include costs to be paid for with grant funds or any other local, public, or private funds. Incurring costs is defined as making any commitments relevant to the project, including signing contracts, ordering equipment, or performing any work. The environmental review process usually takes a minimum of 60 days to complete.

- 3) There are two ways to qualify (meet a national objective) for facade funding. Please determine which way your project would qualify and provide supporting documentation.
  - a) A project can be qualified based on area-wide benefit if the community's population is 15,000 or less and on the enclosed HUD Low and Moderate Income Communities List. If your community is not on the HUD Low and Moderate Income Communities List, explain how eligibility was determined and attach supporting low/mod documentation.

**OR**

- b) A project can be qualified based on job creation with 51% of the new jobs being held by low/mod income persons.

If (b) was selected, then provide the following information:

1. Identify properties creating jobs by business name and address.
  2. Provide an initial job base for each business.
  3. Provide a timeline of when job creation is anticipated.
  4. Provide a description of the type of business and/or services provided and the
    - current number of employees
    - number of jobs expected to be created
    - number of jobs expected to be held by, or made available to, low and moderate income persons;
    - describe expansion plans - including activity and investment amount.
- 4) Complete the Project Budget Form (Attachment 2) and the Project Summary Sheet (Attachment 3). Also provide the following:
- Identify the specific source of the 100% committed local match (i.e. general fund, etc.)
  - Provide preliminary engineering estimates and justification on the sizes, quantities, and qualities (engineering firm/architect letterhead).
  - Describe the basis and methods used for determining the costs of each proposed work activity (must be clearly identified).
  - Please provide before pictures **in color** as well as architectural renderings or pictures illustrating what the façade will look like after project completion **in color** as well as in pdf or jpg format.
  - Provide formal documentation of the commitment of all matching funds (both local and non-local) on letterhead identifying the specific funding source and complete Attachment 4.

Please note that the CDBG funding request must be between \$25,000 to \$200,000 to be eligible. In addition, the committed local match must be at least 50% of the total project costs.

- 5) Provide a detailed map of the project site that identifies all project activities (infrastructure and construction) and their location. Provide documentation that the project is located within a traditional downtown, and a designated downtown area. In addition, please identify the project area if it is not the entire community's boundaries. Attach pictures of the project site and map in both color and in pdf or jpg format.
- 6) Identify all other open MSHDA and/or CDBG projects in the project area and their current status. If relevant, also identify previous or anticipated MSHDA and/or CDBG projects within the project area. Please provide a map identifying their proximity to the proposed project both in color and in pdf or jpg format.

In addition, please identify whether this project is in a designated area i.e. Blueprint, Main Street, Cool City, Core Community, etc.

- 7) Compliance Issues:  
Please complete Attachment 5 which is a certification that the property owner(s) and the community are aware and agree to follow the Façade Project Bid Requirement Procedures.

In addition, please complete the questions below:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Does the Project affect historical properties?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are Property/Easements needed to complete project?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the Relocation of people/businesses needed to complete project? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the Project located in a floodplain/wetland area?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes was selected above, please provide a detailed description of the potential compliance issue.

## 2008 DOWNTOWN FAÇADE PROJECT - NOTICE OF INTENT

IDENTIFICATION OF LOCAL GOVERNMENT	FUNDING SOURCES	
Applicant(s)	CDBG/State	\$
Street/PO Box	CDBG/RLF	
City	Other State	
County	Federal	
State/Zip	Local Unit	
Contact Person	Private	
Name/Title:	Other	
Address:	Total	\$
	Local Government's Federal Identification Number:	
Telephone Number:		
Fax Number:		
E-Mail Address:		
SENATOR NAME: _____ REPRESENTATIVE NAME: _____ SENATE DISTRICT: _____ HOUSE DISTRICT: _____ CONGRESSIONAL DISTRICT: _____		
<b>PROJECT NAME:</b>		

**SELECT ONE OF THE FOLLOWING:**

**IF PROJECT IS BEING QUALIFIED AS AREA-WIDE BENEFIT:**

Total Community Population: \_\_\_\_\_  
 Community Low/Mod Percentage: \_\_\_\_\_

Percentage Low/Mod Determined By:

- ☐ HUD Low/Mod Income List (March 2007)  
☐ Community-Wide Survey Certified Date: \_\_\_\_\_

**IF PROJECT IS BEING QUALIFIED AS JOB CREATION:**

Name of Company(s) and Address:

Lowest Starting Hourly Wage:

Number of Jobs Expected to be Created:

Avg Hourly Wage (attach Benefit Package details):

**PLEASE SEE COVER LETTER AND INSTRUCTIONS FOR ADDITIONAL INFORMATION TO BE SUBMITTED  
WITH THE NOTICE OF INTENT COVER PAGE**

AUTHORIZED LOCAL GOVERNMENT OFFICIAL:

NAME AND TITLE

SIGNATURE

TELEPHONE

DATE

**NOTE: TWO ORIGINALS OF THE COMPLETED DOCUMENTS MUST BE SUBMITTED TO:**

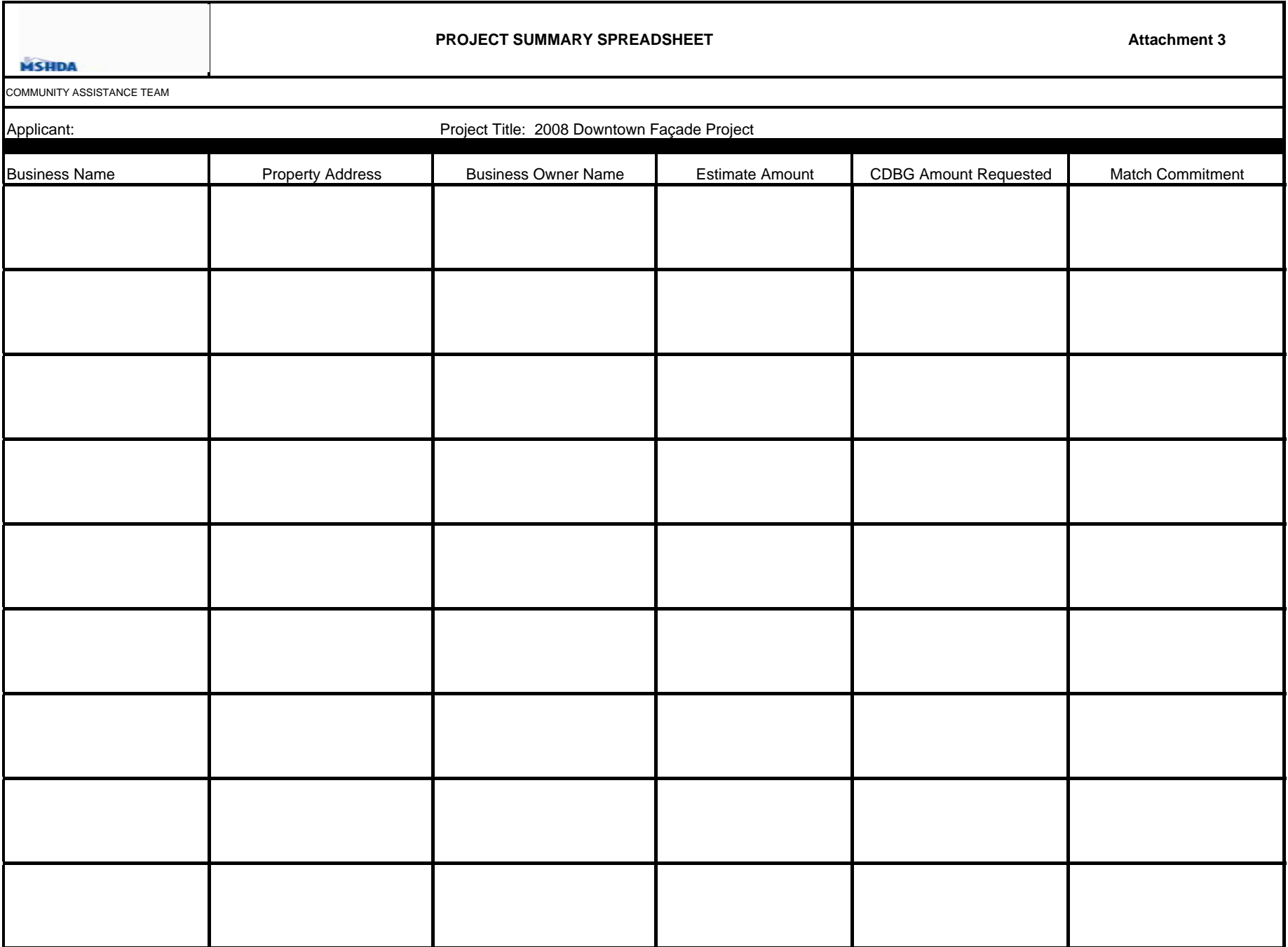
Michigan State Housing Development Authority, Community Assistance Team, 735 East Michigan Avenue, Lansing, Michigan 48909

The submission deadline for the January 2008 competition round is no later than **5 p.m. on Thursday, January 31, 2008.**  
 (postmarked/overnighted items received after 5 p.m. will not be considered).

Applicants must provide all requested information (see instructions) to be considered for funding.







## Façade Commitment/Resale Letter

DATE:

NAME:

ADDRESS:

I understand that Community Name is filing a Notice of Intent to seek funds to assist business owners with exterior façade improvements. I intend to improve the exterior façade of my building through the assistance of this project.

A cost estimate for all of the façade improvements was: \$\_\_\_\_\_.

Personal investment in my building façade will be \$\_\_\_\_\_.

The source of my personal investment is \_\_\_\_\_.

I agree to abide by the repayment/reuse/resale provisions that requires if the property is sold within five years from the completion of project activities that property closing date, a prorated portion of the proceeds must be returned to the State of Michigan. The prorated formula will be based on Year 1 - 100% payback; Year 2 - 80% payback; Year 3 - 60% payback; Year 4 - 40% payback; Year 5 - 20% payback.

The repayment percentages/proceeds identified above are calculated based on the actual CDBG funds awarded to a specific property address, the amount of funds drawn down, as well as the project meeting a national objective. If the project does not meet a national objective, i.e. job creation, then 100% of the CDBG grant funds received will have to be returned to the State of Michigan within six months of the ending term of work. In addition, it is a straight percentage owed based on the year in which a closing takes place, proration of the percentage of grant funds being repaid based on partial days owned is not allowed.

In addition, any change in the use of the building will require written approval from our office 14 days prior to the change occurring. If an unauthorized change of use occurs without MSHDA CATeam consultation or non-compliance of CDBG requirements is determined, then restitution of the entire grant amount may be required.

After Year 5, the restricted resale and reuse provision will expire and all MSHDA CATeam ties to the project are terminated. The repayment percentages/proceeds identified above are calculated based on the actual CDBG façade improvement funds awarded and drawn down as well as the project meeting a national objective of job creation. If the job creation does not occur, then 100% of the CDBG grant money received would have to be returned within six months of the ending term of work.

In addition, I certify that the property taxes for Property Address are current and that currently there are no non-mortgage liens on the property.

I further acknowledge that should the matching investment and **job creation goals (if applicable-exclude bold words if area-wide benefit) for (Insert #) of new, permanent full-time equivalent jobs for this project not be met**, the Michigan State Housing Development Authority's Community Assistance Team may require the repayment of the CDBG funds up to the full grant amount.

\_\_\_\_\_  
Property Owner(s) Signature

\_\_\_\_\_  
Date

## Façade Project Bid Requirements

- 1) All facade projects/buildings must be bid as one contract.
- 2) Bids must specify that contractors must bid on all projects/buildings.
- 3) All facade projects must be advertised utilizing the required bid advertisement language.
- 4) In addition to advertising, all communities must contact their local public housing authority and/or local county housing rehab office and obtain a list of contractors that have worked, or are working, within the area and send notification/bid information to these contractors as well. Please mail all information to these contractors and use first class delivery confirmation and/or certified mail for verification purposes.
- 5) Communities must keep a record of who picks up bid packages.
- 6) The bid documents and contract must contain the federal wage determination and the required labor standards provisions in their entirety.
- 7) Please make sure and send us in the bid advertisement, bid documents, and notification documentation to ensure that we know how your project is proceeding.
- 8) Within 10 days prior to bid opening you will need to contact our office or go on-line to verify that the wage determination has not been revised. If you elect to go on-line you will need to print the first page of the wage determination because it will confirm the date verified in the lower right-hand corner of the page. If the wage determination has been revised, you will need to issue an addendum to the bid documents and distribute it accordingly.
- 9) **IF YOU RECEIVE ONLY ONE BID -- DO NOT OPEN THE BID. YOU MUST RECEIVE AT LEAST TWO BIDS PER BUILDING IN ORDER TO MEET FEDERAL REQUIREMENTS.**

I acknowledge the bid process requirements identified above and agree to abide by program requirements.

---

Property Owner(s) Signature

---

Date

To assist your community while you are developing your Notice of Intent, we have identified a common list of activities that should/should not be done based on questions raised during our previous funding rounds:

#### FAÇADE PROJECTS:

##### DO

- Meet with the property owners
- Have an open process to select properties
- Quality not quantity
- Budget matches estimates
- Have renderings that match estimates
- Focus on “high impact” properties
- Put matching funds in escrow prior to executing any contracts
- Use a licensed contractor
- Be aware of SHPO sign off

##### DON'T

- Randomly decide on properties
- Over inflate need/match
- Submit properties that don't need it
- Submit a program concept
- Use substandard or inappropriate materials
- **START ANY WORK!**

#### SIGNATURE BUILDING PROJECTS:

##### DO

- Get a developer willing to create jobs and private investment
- Have an option that offers FMV based on the average of two recent appraisals
- Understand that the community must maintain ownership of the building for five years and any rehabilitation should be considered “leasehold improvements”

##### DON'T

- Plan on using equity from the building being purchased
- Transfer ownership of property to a third party
- Sell or transfer the building back to the original owner at end of grant
- Try to “flip” the property
- **START ANY WORK!**

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
COMMUNITY ASSISTANCE TEAM**

**2008 DOWNTOWN COMPETITION  
SIGNATURE BUILDING INITIATIVE  
NOTICE OF INTENT**

**Brief Overview:**

This program is designed to assist a community by providing grant funds to acquire vacant or underused traditional downtown signature building(s) for rehabilitation purposes that must result in job creation and 51% of the jobs must be held by low/moderate income persons. The project should be located within a traditional downtown and within a Downtown Development Authority (DDA), Principal Shopping District (PSD), or Business Improvement Zone (BIZ). The community will need to demonstrate that they can acquire the property, rehabilitate the building(s), and create the jobs as soon as possible, but not later than June 30, 2009.

The maximum funding request is \$400,000 and a committed local match of 25% of the total project cost is required. The funding request cannot exceed the average of two appraisals. In addition, the building's SEV will need to be provided. The appraisals and the SEV documentation must be submitted with the NOI. We also recommend that the community obtain an option on the property and complete the voluntary sale letter prior to submission of the NOI.

We will accept limited restricted appraisals if the appraiser can demonstrate that this is the most effective way to determine the fair market value and can provide the justification in the narrative. We will also accept a review appraisal and/or limited restricted appraisal as the second appraisal.

**PLEASE NOTE THAT NO PROJECT COSTS (BOTH CDBG OR NON-CDBG) CAN BE INCURRED PRIOR TO COMPLETION OF THE ENVIRONMENTAL REVIEW PROCESS EXCEPT PRELIMINARY ENGINEERING ESTIMATES IF APPROVAL FROM THE CATEAM OFFICE IS OBTAINED.** As part of the environmental review, State Historic Preservation Office (SHPO) and Department of Environmental Quality (DEQ) clearances are required.

In addition, a five year prorated resale/reuse provision will be required and any program income above \$25,000 per calendar year must be returned to the State of Michigan CATEam.

**Please read the cover letter and attached  
instructions for additional program details.**



## Signature Building Initiative Notice of Intent Instructions

**Please complete Attachment 1 the Notice of Intent Cover Sheet. In addition, the following narrative information is also required. If all of the information is not included and/or addressed, your project request will be considered incomplete and not reviewed and/or considered for funding during this competitive round.**

- 1)
  - A. Describe the activities for which the grant is being requested and how the activities will benefit the entire community or project area and have a positive impact on the community and the downtown. Also include a history of the problem and how the activities for which the grant is being requested will help alleviate the problem.
  - B. Describe the community's overall downtown plan and how this project is consistent with that plan. Please indicate whether or not the community has formally adopted the plan and its most current revision date.
  - C. Please identify whether or not the community has or previously had a building assembly program and describe the program's status.
  - D. Please describe the staff/administrative capacity of the community to meet program requirements during the five year reporting period.
  - E. Provide a written statement that the community is willing to sign a five-year pro-rated resale agreement and that there is no known contamination on the site.
- 2) Provide a project timeline that includes the anticipated start and completion dates for the project's engineering, bid solicitation, start of construction, and the anticipated completion date of all project activities. The timeline **must** include actual dates, including the month and the year. **Please note that in order to qualify for funding, the project activities and job creation must be completed by June 30, 2009 and that priority will be given to projects that can start and be completed quickly.**

When preparing the timeline, please take into consideration that a CDBG environmental review must be completed prior to incurring any project costs other than preliminary engineering estimates. Project costs include costs to be paid for with grant funds or any other local, public, or private funds. Incurring costs is defined as making any commitments relevant to the project, including signing contracts, ordering equipment, or performing any work. The environmental review process usually takes a minimum of 60 days to complete.

- 3) To qualify (meet a national objective) for signature building funding the project must result in job creation with 51% of the new jobs being held by low/mod income persons.

Provide the following information:

1. Identify properties creating jobs by business name and address.
2. Provide an initial job base for each business.
3. Provide a timeline of when job creation is anticipated.
4. Provide a description of the type of business and/or services provided and the
  - current number of employees;
  - number of jobs expected to be created; and

- number of jobs that are expected to be held by, or made available to, low and moderate income persons.
- describe expansion plans (including activity and investment amount).

**OR**

Describe the community's plan to attract a developer to rehabilitate the building and create jobs.

- 4) Complete the Project Budget Form (Attachment 2). Include the following:
- Identify all sources of financing (both public and private).
  - Identify the specific source of the local match (i.e. general fund, etc.).
  - Provide preliminary engineering estimates and justification on the sizes, quantities, and qualities.
  - Describe the basis and methods used for determining the costs of each proposed work activity.
  - Provide documentation of the commitment of all project matching funds both local and non-local.
  - Provide copies of two appraisals and SEV documentation.

Please note that the CDBG funding request maximum is \$400,000. In addition, the committed local match must be at least 25% of the total project costs.

- 5) Provide a detailed map of the project site that identifies all project activities (infrastructure and construction) and their location. Provide documentation that the project is located within a traditional downtown, and a DDA District, Principal Shopping District, or a Business Improvement Zone. In addition, please identify the project area if it is not the entire community's boundaries. Attach pictures of the project site both in color and in pdf format.
- 6) Identify all other open MSHDA and/or CDBG projects in the project area and their current status. If relevant, also identify previous or anticipated MSHDA and/or CDBG projects within the project area. Please provide a map identifying their proximity to the proposed project. In addition, please identify whether your community has been designated a Core Community, Main Street, or Blueprint.
- 7) Compliance Issues:
- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Project affects historical properties                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Property/Easements needed to complete project              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Relocation of people/businesses needed to complete project | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Project located in a floodplain/wetland area               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes was selected above, please provide a detailed description of the potential compliance issue.

- 8) Please provide documentation that the taxes are current and that currently there are no non-mortgage liens on the property(s) associated with this project.
- 9) Provide a copy of the option currently being held on the property and a copy of the voluntary sale letter sent to the current property owner informing them of their Uniform Relocation Act (URA) requirements (see attached URA instructions). Please note additional URA steps will be required if your project is selected for funding. The additional URA process requirements and instructions would be provided at the application stage of the funding process.

## **Uniform Relocation Act Instructions**

### Property Acquisition/Permanent Easement Projects:

Recipients of Community Development Block Grant funds are required to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). The purpose of the URA is to ensure that owners of acquired property/permanent easements and displaced persons are treated fairly, aware of their rights under the URA, and receive appropriate payments and assistance.

For property/permanent easement acquisition, the URA applies to all real property/permanent easement acquisitions (including donations) which occur on or after the date the Notice of Intent (NOI) is received by the Michigan State Housing Development Authority. The procedures consist of notifying the property owners of their rights, determining just compensation for their property, and offering the property owner(s) just compensation.

We highly recommend that communities take the following steps simultaneously with submission of the Notice of Intent to ensure that the project remains financially feasible. Please note additional URA steps will be required if your project is selected for funding. The additional URA process requirements and instructions would be provided at the application stage of the funding process.

1. Obtain an option on the property. Options are acceptable and will not be considered as incurring costs early. However, the closing cannot take place until the environmental review is done and a grant agreement is in place. The initial URA letters (voluntary or involuntary letters) should probably be sent at the time of the options.
2. There is a financial regulation that states CDBG funds can only be used to pay up to the fair market value of the property. To determine the fair market value of the property, we are requiring two appraisals and a copy of the tax assessment showing the present SEV.
3. The community will need to determine if the acquisition will be a voluntary or involuntary transaction. It is anticipated that typically for the signature building program that the voluntary sale letter will be appropriate. For your convenience, the voluntary sale sample letter has been placed on the other side of this page. Please contact Tonya Young at (517) 335-4337 if you determine that your project would involve an involuntary transaction.



**SAMPLE LETTER  
VOLUNTARY, ARM'S LENGTH PURCHASE OFFER**

Date

Sellers Name  
Sellers Address

Dear Seller:

This is to inform you that (Agency/Person) would like to purchase the property located at (street address or other property identification), if a satisfactory agreement can be reached. We are prepared to pay \$\$\$\$ for clear title to the property under the conditions described in the attached proposed contract of sale.

Because federal funds are involved in this project, we are required to disclose to you the following information:

- 1) The sale is voluntary. If you do not wish to sell, the (Agency/Person) will not acquire your property. The (Agency/Person) will not use the power of eminent domain to acquire the property.
- 2) We estimate the fair market value of the property to be \$\$\$\$.

Since the purchase would be a voluntary arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us.

If you have any questions about this matter, please contact (contact name). His/Her telephone number is \_\_\_\_\_.

Sincerely,

(Buyer's Name/Title)

## 2008 DOWNTOWN SIGNATURE BUILDING PROJECT - NOTICE OF INTENT

2008 DOWNTOWN SIGNATURE BUILDING PROJECT - NOTICE OF INTENT		
IDENTIFICATION OF LOCAL GOVERNMENT	FUNDING SOURCES	
Applicant(s)	CDBG/State	\$
Street/PO Box	CDBG/RLF	
City	Other State	
County	Federal	
State/Zip	Local Unit	
Contact Person	Private	
Name/Title:	Other	
Address:	Total	\$
	Local Government's Federal Identification Number:	
Telephone Number:		
Fax Number:		
E-Mail Address:		
SENATOR NAME: _____ REPRESENTATIVE NAME: _____ SENATE DISTRICT: _____ HOUSE DISTRICT: _____ CONGRESSIONAL DISTRICT: _____		
PROJECT NAME:	PROJECT ADDRESS:	
<b>THE PROJECT MUST BE QUALIFIED BASED ON JOB CREATION:</b> Name of Developer/Company(s): _____ Lowest Starting Hourly Wage: _____  Number of Jobs Expected to be Created: _____ Avg Hourly Wage (attach Benefit Package details): _____		
<b>PLEASE SEE INSTRUCTIONS FOR ADDITIONAL INFORMATION TO BE SUBMITTED WITH THE NOTICE OF INTENT COVER PAGE</b>		
AUTHORIZED LOCAL GOVERNMENT OFFICIAL:		
NAME AND TITLE	SIGNATURE	TELEPHONE NUMBER
DATE		
<b>NOTE: TWO ORIGINALS OF THE COMPLETED DOCUMENTS MUST BE SUBMITTED TO:</b>  <b>Michigan State Housing Development Authority, Community Assistance Team</b> <b>735 East Michigan Avenue, Lansing, Michigan 48909</b>  <b>The submission deadline for the January 2008 competition round is</b> <b>no later than 5 p.m. on Thursday, January 31, 2008.</b> <b>(postmarked/overnighted items received after 5 p.m. will not be considered).</b>  <b>Applicants must provide all requested information (see instructions) to be considered for funding.</b>		

PROJECT BUDGET  
2008 DOWNTOWN IMPROVEMENT INITIATIVES - SIGNATURE BUILDING PROJECT

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

COMMUNITY ASSISTANCE TEAM

[illegible]

## **MSHDA CAtTeam Notification Update**

**We are currently updating our list for all cities, townships, and villages in Michigan that are located in CDBG eligible areas that want to continue to receive notification of MSHDA CAtTeam Community Development Block Grant funding opportunities in 2008.**

**In 2008, we will begin sending out all MSHDA CAtTeam CDBG program announcements electronically.**

**Therefore, please type contact e-mail addresses (up to 3 per community) and send this update request to Tonya Young at [youngt4@michigan.gov](mailto:youngt4@michigan.gov) or via fax to 517.335.5925.**

**Community Name:** \_\_\_\_\_

**Contact E-mail Addresses:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you would like to be removed from the notification list please check the box below:**

☐ **Please remove me from the notification list.**

**Name:** \_\_\_\_\_

**Community:** \_\_\_\_\_

**Thank you for helping us maintain an accurate notification list.**